

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
May 11, 2020  
VIA Zoom  
5:30 P.M.  
Minutes**

- I. **The Chairman**, Rebecca Bear, called the Finance Committee meeting to order at 5:31 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.
- II. **Board Committee Members Present:** George Andrews, Rebecca Bear, Larry Dymond and Rich Schlameuss.  
  
**Board Non-Committee Members Present:** Sharone Glasco, Wayne Rohner and Lisa VanWhy
- III. **School Personnel Present:** Brian Borosh, Bill Gouger, Diane Kelly, Tom McIntyre, Ryan Moran, William Riker, Patricia Rosado, and Paul Schmid.
- IV. **Public Present:** None
- V. **APPROVAL OF AGENDA AND MINUTES**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to approve the agenda for May 11, 2020 and with members of the Committee reserving the right to add to the agenda and take further action in the best interest of the District. Motion was seconded by George Andrews and carried unanimously, 4-0.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to approve the minutes of the April 14, 2020 meeting. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

**VI. ITEMS FOR DISCUSSION:**

a. **Breakfast/Lunch Pricing**

Mr. Schmid said his recommendation is not to raise taxes for the next school years. Paid student lunch prices have been raised for four years by 10 cents and 1 year they raised paid student breakfast prices by 10 cents. He looked over the data from previous years to determine how much revenue the district would receive if they raised the current lunch prices by 1 cent. They would receive about \$2,245 for the year or if they raise it by 10 cents, the district would receive approximately \$22,000. If they were to raise the breakfast by 1 cent, they would receive \$688.00 and for a 10 cent increase, they would receive approximately \$68,800.00. Due to the current economic distress, he recommends lunch prices stay the way they currently are at \$2.55 for elementary and \$2.65 for Intermediate and high school. Breakfast prices would remain at \$1.45 for elementary, intermediate and high school. He believes this is a fair price since he reviewed the other districts and they are in the same ball park as our prices. Stroudsburg Area School District's prices are the

lowest (\$2.35/\$2.15 for lunch and \$1.10 for breakfast) and Pleasant Valley School District's prices are the highest (\$2.85/\$2.75 for lunch and \$1.55 for Breakfast). They do not have to do the price equity factor since there are funds in the bank. Historically, the district receives an increase from the free and reduced lunches and this year the rate increased by 1.6%, which is approximately \$355,000 for breakfast and lunch. The Food Services Department is cost neutral to the school district. Since the Food Services Department is self-supporting, they have not asked for any funds from the General Fund. Also, there will be a savings when Mr. Schmid retires, since his salary is higher than the person who is replacing him. Mrs. Bear asked if the district is still collecting past due balances for breakfast and lunch accounts. Mr. Schmid said they were going after the collection and scheduling hearings. Some individuals settled their accounts, while others did not show up for to the hearings. There is still a bad debt of about \$67,000.

Seemless Summer Option

Mr. Paul Schmid presented actual data from April 1 through April 30. He has 27 employees working about 160 hours per day. In April they served 122,186 meals, which equals about 6,400 meals per day. The total Federal and State revenue the district received totaled \$365,862, which is higher than the normal reimbursement. The reimbursement is about \$2.99 per meal. Bus Drivers worked 4 hours per days and other individuals such as dispatcher, secretary, mechanics, supervisor and director worked about 2.75 hours a day. Drivers' daily rate totaled \$1,768.00. Others' individual daily rate totaled \$88.00 and their total hours equaled 1,040. He said this current program allows a lot of flexibility such as serving breakfast and lunch at the same time, parent can pick up meals, and they can deliver meals, where before they could not. Unless something radically changes, he recommends the program continue. If the program continues in June, he estimates as follows:

Labor cost for Food Services	- \$68,278.00
Transportation	- \$58,390.00
Food and Supplies	- \$156,743.00
 Bus Cost for Deliveries	 - \$5,593.00
Miscellaneous Cost – Trash/Utilities/Security	- \$13,200.00
 Total Expenses -	 \$302,303.00
 Revenue projection	 - \$423,630.00
Minus Expenses	- \$302,303.00
Total Profit -	- \$121,327.00

Mr. Schmid said the program will be beneficial in June since there is no outlays from the students, parents, community or school district. He will come back at the next Finance Committee meeting and go over the scenario for July and August. He should have more information by then. He will need to get more supplies and food.

Mr. Schlameuss asked if Mr. Schmid spoke to Jennifer Strauch at the County since there is new or additional money for the Food Program. He asked if the district can partner with the County to help seniors obtain the same food. We need as a Board to have this discussion. Mrs. Bear said she likes this idea helping the community. Mr. Schmid said he knows Jen Strauch and will contact her. Since they already have the set up, they can distribute to

seniors and be able to keep numbers separate. Mrs. Bear said our profits may go up as well. Mr. Schlameuss asked what happens at the end of the day with meals that are unused. Mr. Schmid said right now they do not get many items back but if they do they check sandwiches' and milk's temperature to see if they can be reused. They bought insulated blankets to cover food to ensure that the food stays at the proper temperature. Mrs. Bear asked if the district is donating any food to food banks. Mr. Schmid said we do not have much excess; therefore, we use all food. Since the government has not slowed down, the district is still receiving deliveries of all products. We are taking inventory in June for end-of-year accountability. All money in schools have been collected and are in the safe. When our bookkeeper comes in, she will reconcile all of the accounts. Mr. Dymond said all information that Mr. Schmid provided tonight is great and if they can look at helping the seniors, it would be even better. Mr. Schmid asked who should he contact when he has information regarding providing meals to the seniors. Mr. Schlameuss said Mr. Schmid should contact Mr. McIntyre in order for him to provide the information to the Board.

b. Fraud Reporting Service – Lighthouse - \$1,085.00/annually

Mr. McIntyre said he provided documentation from Lighthouse Service. They are a fraud reporting service. He said he provided the Form 611, which states that Lighthouse was chosen and not the other vendor. Lighthouse was more comprehensive about reaching out to the district regarding the monitoring of any questionable act going on in the school district. The annual cost is \$1,085. Lighthouse gathers information and will send it to the individual(s) that are chosen to receive it at the district. The policy is being worked on and should be talked about at the Policy Review Committee meeting, which is schedule for Monday. There is an additional cost of \$1,500, which has been added to the budget for this expense to cover the distribution of their business cards and posters. Mrs. Bear asked if there will be a direct link or hotline to the Lighthouse for employees to use. Mr. McIntyre said they will handle the calls away from the district as a third party vendor per the Board's recommendation. Once the information is gathered, it will be sent to someone in the district in order to continue the investigation and to monitor it. Lighthouse will keep a log of all calls, the progression and the outcome. Mr. Andrews asked if Eric Forsyth is working on the policy. Mr. McIntyre said he has been working on it with Debbie. Mr. Andrews asked if there will be anonymity. Mr. McIntyre said that is correct. The person making a report has the option to be anonymous or on they can identify themselves. Lighthouse will only have their name or they can remain anonymous. Mrs. Bear said she would like to see two people from the district should have access to the report in case the report is about the individual who is handling the investigations. Mr. McIntyre said the district will place more than one person in charge or this area. Mrs. Bear said it is important that the policy state that employees are safe if they speak up. Mr. McIntyre said they are working on the policy, which can be revised until it is approved by the Board.

c. 2020-2021 Proposed Final Budget – Discussion

Mr. McIntyre said the previous discussion on April 29<sup>th</sup> indicated a projected budget deficit of approximately 7 million dollars due to COVID-19. At that meeting, the Board recommended no tax increase but approved the use the fund balance to offset the deficit. After further review of the local revenue reductions assumptions due to COVID-19 totaled 6.7 million dollars. There were budget adjustments in revenue which totaled 5.7 million dollars. Some budget adjustments attributed to salaries, benefits, professional services and other purchases which totaled about 1 million dollars. Mr. Andrews asked if the district will be receiving the 1.7 million dollars from the State. Mr. McIntyre said he did not place this number in the budget because we do not know if we will receive the full amount. We do not know if they will give us 1.7 million dollars in addition the regular subsidy that the

district receives each year or lower our subsidy by the same amount. The State is getting hit much harder than the district. Mr. McIntyre said he prefers to leave the budget as is and then; hopefully, the negative number will decrease. Mr. Andrews asked if what Mr. McIntyre is presenting is a worst case scenario. Mr. McIntyre said this is how he feels we will end up; therefore, he rather be wrong now and receive more subsidy later on. Mrs. Bear asked if the transportation cost will increase due to the mandates of not placing many students on a bus. Mr. McIntyre said that this factor is not reflected on this budget. Hopefully, there will receive more aid moving forward for this process, such as grants. Mrs. Bear said the bus routes should be reviewed now in order for the district to have two plans in place, one for social distancing and the other for the rerouting of the stops. The district can actually save money if they rezone like Zonar suggested. Both scenarios should be looked at in order to help Mr. McIntyre with the budget. She said she previously sent an email regarding this issue to help discuss it for the budget. Mr. Dymond asked when will the Transportation Director begin. Mr. McIntyre said she already started. Mr. Dymond asked if she is physically at the district during the week. Mr. McIntyre said he believes she's working from home but does not know her schedule. Mrs. Bear said, hopefully, she will respond to an email she sent to her. Mrs. Bear asked if we do not open in the fall, is the district thinking about furloughing employees that are not reporting. Mr. McIntyre said this is something we will need to look at. Currently, Act 13 does not allow the district to furlough any one this school year which ends on June 30. After that, they will need to pass another law if they do not want the district to furlough. Other districts are looking at this process. There is a lot of talk and "what ifs" right now. He said Mr. Zall and Mr. Moran are working together to monitor this situation. Mrs. Bear asked if the district has received any guidance for September. Dr. Riker said we have not received any information. We are planning to apply social distancing in the classroom. This may help support the bus social distancing issue because not all students will be traveling each day. The district is planning for this possibility but we have not received any direction. Mrs. Bear said costs will go up for hand sanitizers and other items that the district will need to buy. Mr. McIntyre said the Anticipated Revenues are \$158,563,341, the Anticipated Investments are \$164,537,019, and the Deficit is \$5,973,678. If we get the extra 2.1 million dollars from the State, then it will help the deficit. He said he feels comfortable with what he presented today. We have 8.4 million dollars in the fund balance that we can use. He hopes revenues will get better moving forward. There has been no change in tax rates. Monroe County has 30.72 mills after the reassessment. Pike County has 123.66 mills. The Board will have to approve a final budget in June. Mr. Schlameuss asked if they should wait until June to approve this budget since there may be changes. Mr. McIntyre said, by law, the Board has to approve the tax rates and a proposed final budget in May and a final budget in June. There may be some adjustments between May and June. Mr. Andrews said the Board will need to approve the proposed final budget in May for a 30-day review by the public and a final budget in June. Mr. McIntyre said that is correct.

d. Current Projects within the District

Mr. McIntyre said he updated the form. He said there is not much to report on it and he took off the projects that were completed. He also added the projects that were recently approved. As the project begins and others are completed, he will update the report with the changes. Mrs. Bear asked if there is a cost for the graduations at the Pocono Race Way. Mr. Schlameuss said it will cost about \$4,500 each. Mrs. Bear asked if we are having one or two graduations. Mr. Schlameuss said he prefers two since there are about 500 graduates in total, the ceremony will last a long time. Mrs. Bear said she prefers to see one graduation as opposed to two. Mr. Andrews said he agrees because we are one district. Mr. Schlameuss said he sees their point of view; therefore, they will need to discuss this as a

whole board. Dr. Riker said the graduations will most likely be on the same date, one the morning and the other during the mid-afternoon. He is meeting with the race track individuals on Wednesday. Right now there is a tentative date of June 13<sup>th</sup>. Mr. Andrews said the Board has not decided if they are going to have it at the high schools or at the race track. Dr. Riker said the Board has not decided but the students have. Due to the Governor's order through June 4<sup>th</sup> graduation cannot be held at the high school. Even if we move from the red zone to the yellow zone, they would not be able to have graduation at the school in June due to limited amount of individuals that can attend. It may be possible to have it in July or August. Mrs. Bear said she has a question on the cost of the banners that will be placed on the buses that are delivering the food. Dr. Riker said the total amount is about \$2,000 for 40 signs. We should be receiving them within the next week or so. Mrs. Bear asked if the Committee needs to approve this on an emergency basis. Dr. Riker said it does not need to be approved since each school's budget will pay for it. Mr. McIntyre said he received the total amount via email this afternoon and the total cost is \$1,500. Mrs. Bear said; therefore, \$750 will be paid by each school and no Board approval is needed. Mr. McIntyre said she is correct. Mr. Dymond asked what is MCTI doing about their graduation since our district was supposed to host it. Dr. Riker said MCTI does not have a graduation but an awards ceremony and Mr. Virga is planning a virtual ceremony. Mrs. Bear asked if the ceremony will be held in our district next year. Dr. Riker said it will be done at ESASD since each district hosts it for two years in a row.

Mr. McIntyre asked if he can add several items on the agenda. Mrs. Bear said he can. Mr. McIntyre said he has information regarding the municipal solid waste and recycling bids and propane fueling station bid results.

e. Municipal Solid Waste Bids

Mr. McIntyre said as long as the Board agrees, he and Chris Brown will review all of the documents for the trash and recycling bids. He said he provided a bid tabulation with the results. Waste Management was the lowest bidder. If we go with a five-year contract, the rate is less. Our current Waste Management contract for this year is \$131,655.00. The first two years in the new contract would be less. He recommends that the district stays with Waste Management. Mr. Schlameuss asked if the agreement is for three years with an option to continue for two more years. Mr. McIntyre said he believes the specs stated a five-year contract. Mr. Dymond asked if there is a reason why three years would be better with an option to continue for two more years. Mr. Schlameuss said the only reason would be that the district would have an opportunity to see how they are doing and then if they wish to continue with Waste Management, they can but do not have to. Mrs. Bear asked how long has the district been using Waste Management. Mr. McIntyre said, as far as he knows, the district has been using Waste Management for the past five years. Prior to this contract, the district did not have a district-wide contract. Mrs. Bear asked if the district is satisfied with them. Mr. McIntyre and Dr. Riker said they have not heard any complaints. Mr. Schlameuss said the prices are competitive now and looking forward in five years, it is not a bad deal. Mrs. Bear said it may help that gas prices are low right now.

f. Propane Fueling Stations Bids

Mr. McIntyre said he will also review all documents with Chris Brown for the propane fueling stations bids. The district sent the specs to about twenty vendors and Sharp (which is our current vendor), Suburban Propane and Ferrell submitted bids. Ferrell did not send in documentation with the prices. Sharp is 22 cents cheaper in the first year and 22 cents cheaper in the second year. Mrs. Bear said the price is cheaper but the maintenance is more. Mr. McIntyre said it is a \$70,000 difference between sales for about a 320,000

gallons use. Mr. Andrews asked if Mr. Dymond believes these prices are good. Mrs. Bear said, if she is doing the math correctly, Sharp is still better than the other vendors. Mr. Dymond said that is correct because we own our tanks. Mr. McIntyre said we are currently paying 76 cents a gallon. The new rate is 67 cents. We will be paying less next year even though the price is on a fluctuating scale. Mrs. Bear asked if the prices are locked in. Mr. Dymond said they are not. Mr. Dymond said what they typically do is, if we are due for a delivery, they will pick up the propane and then calculate the amount. Mrs. Bear said so the amount will fluctuate. Mr. Dymond said it depends on the when it is delivered; therefore, the amount may fluctuate. Mr. McIntyre said he will have to look at all of the paperwork. Mr. Dymond asked if this agreement is for the two transportation tanks. If so how about the other items that use propane? Mr. McIntyre said other items have not been bided out yet. He said the district is looking to see if the propane tanks can be used for the other items. Mr. Dymond said he doesn't think that the district has ever shopped for the price for the pool tanks, generator tanks, etc. Mr. McIntyre said he believes generator tanks are bided through the IU because they use oil. He will look at bidding them out. Mr. Dymond said we may save some money if we do. Mrs. Bear asked if we got information regarding the cost of the insurance. Mr. McIntyre said he received it late this afternoon; therefore, did not place it in the budget yet. He said he had a conversation with Rob Thompson and due to COVID-19, they do not want to entertain a multi-year contract. Mr. McIntyre said he placed \$50,000 more for the cost of insurance in the budget, but it would be about \$70,000 more because we are covering more valuable property now. Mr. McIntyre said he will need to add \$20,000 to the budget.

- g. Mr. McIntyre added another item on the agenda. He said it may need to go back to the Property/Facilities Committee meeting. He was informed that there is water damage to the Lehman gymnasium. He was given a proposal with two options. If the district chooses to repair the area, the cost will be \$74,450 and the insurance will cover \$5,000. The second option is to repair the entire floor at a total of \$225,910.00 and the insurance will cover \$74,450.00. Since Miller floor is working on the gym now they will deduct an additional \$7,210.00. The total out-of-pocket cost to the district will be \$144,250.00. There is an alternate #1 for the power vent airflow for a total of \$ 9,240.00. Mr. Andrews said he and Mr. Rohner will be reviewing this issue tomorrow. He said they were also told at the Property/Facilities Committee meeting that they may need to do something with the duct on the gymnasium, which may delay the work on the floor. Mrs. Bear asked if the Lehman gym floor was recently replaced due to a leak damage. Mr. Andrews said the gym floor was partially done. Mrs. Bear asked why did this happen again. Mr. Andrews said this is a different leak. Mrs. Bear asked if the leak is in the same section of the gym as before. Mr. Andrews said it is in a different area. Mr. Dymond said we have not put in the roof over the gym area yet. We should not put a new floor in with a roof that is not in the best shape. He suggested talking to Josh Grice of D'Huy Engineering and the contractor in order for them to complete the roof first and then they can work on the gym floor. We should not consider this proposal until the roof is completed. Mr. McIntyre said the damage was done due to a handler that blew off; therefore, water came in. Mr. Andrews said we still have to hold off on the gym floor and the roof because we just found out that the paint on the duct work is peeling. We do not want to damage the floor again. Mr. McIntyre said he was asked to bring this item to Finance Committee but it can be reviewed by the Property/Facilities Committee. He said he just wanted to make them aware of the situation. Another option is to bring it to the entire Board for review. Mr. Dymond said we should get a hold of Josh Grice to have him speak to the contractor in order for them to do the gym section first. We can then give Miller Flooring a timeline. Mrs. VanWhy asked if Lehman's floor has the same system that is at the High School North. Mr. Andrews said

they will find out tomorrow. The gym floor has been repaired; therefore, if they just repair the area, it would not match. Mrs. VanWhy suggested this item be presented to the Property/Facilities Committee even though we do not want to hold it up. Mr. Schlameuss said we are running into a tight deadline because in the spring time they will be starting on the roof project. If we move stuff around, we may have some conflict on the schedule. We should contact Josh Grice and identify critical issues first even if we need a Special Meeting but it needs to be done. Mrs. VanWhy said the problem is that George alluded to paint chipping issues on the North floor which is jeopardizes the timeline. She said she spoke to Mr. Darryle Miller to see if he had an update and he hopes to have more information with reference to the painting issue. Mr. Dymond said between the painting on pipes and moving of the bleachers, etc., he thinks the two contractors can work together to make it happen. Miller can still be productive and efficient. Mrs. VanWhy said we should stay on top of things in order to move it along and not waste another month. Mrs. Bear asked if this item should be placed on the agenda. Mrs. VanWhy said we cannot make a decision until we know all of the details. Mr. Andrews said after his meeting tomorrow, he will discuss all information with Mrs. VanWhy and Mr. Dymond. Mr. McIntyre said if they have further information, they can place the item on an addendum for Monday's meeting.

- h. Mr. McIntyre said he has one more item. He said Mr. Miller sent him three quotes for the school district. The first two quotes are comparable and they are CoStar vendors. The first quote is from Genesis for a total amount of \$22,952.75. The second quote is from Fisher & Son Company, Inc. for a total amount of \$21,422.10. The third quote is for \$20,250.77 from SiteOne but it is not the same as what was requested. This items are for all of the fields in the district to be used during the summer, spring and fall. The lowest bidder is Fisher & Sons; therefore, Mr. McIntyre said is the one he is recommending. If the Committee agrees, they can place it on Monday's agenda. He spoke with Mr. Miller months ago regarding the application process and how to maintain the fields. They have been working on a set schedule to follow. Mr. Dymond asked if we did an inventory on fertilizers, seeds and chemicals that we already have on site. Mr. McIntyre said he does not have this information. Mr. Dymond said there are pallets of fertilizer that have been sitting around; therefore, it should be looked at. Mr. McIntyre said he will get that information for him. Mr. Dymond said that in meeting with other vendors, he feels Fisher & Son is better because they will help with any field issue. Mr. McIntyre said according to Mr. Miller, Fisher & Son is willing to deliver items and help out with any grass issue. There is also a possibility to purchase other items from him, such as rock salt. Mr. Dymond asked if ice melt has been added on the Property/Facilities Committee meeting in order to get it resolved over the summer and be ready for the winter. Mr. Andrews said it has not been brought up. Dr. Riker said he will have it placed on the next Property/Facilities Committee meeting agenda.

## **VII. RECOMMENDATIONS BY THE PROPERTY & FACILITIES COMMITTEE:**

- a. Application for Payment #9 C&D Waterproofing – Resica Roof Replacement \$9,860.00
- b. F. D'HUY ENGINEERING INVOICES
  - i. Invoice #50965 \$1,350.14 - High School North Roof Replacement
  - ii. Invoice #50966 \$1,005.25 - Resica Elementary Water Filtration
  - iii. Invoice #50969 \$9,000.00 - JT Lambert/Resica Flooring Replacement
- c. DISTRICT WIDE FIRE SAFETY SYSTEMS/KITCHEN SPRINKLER SYSTEMS/FIRE EXTINGUISHERS
  - i. Recommended the proposal from Cintas in the amount of \$24,670.07

- d. CONVERT JM HILL FIRE SYSTEM OVER TO CELLULAR
  - i. Recommended the proposal from Keystone in the amount of \$995.00
- e. LIFE SAFETY SYSTEM SERVICE AGREEMENT AT JM HILL
  - i. Recommended the proposal from Keystone in the amount of \$590.00

**VIII. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION**

None

**IX. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION**

1.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to recommend that the Board consider for approval the extension of food delivery by the Food Services and Transportation departments until June 30, 2020. Motion was seconded by George Andrews and carried unanimously, 4-0.

2.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to recommend that the Board consider for approval the cafeteria school lunch and breakfast prices (no increase) for the 2020-21 school year as follows. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

Elementary	\$2.55	Adult	\$3.50
Intermediate	\$2.65	Ala Carte Milk	\$0.50
Secondary	\$2.65	Reduced Price Meal	\$0.40

Elementary	\$1.45	Adult	\$1.85
Intermediate	\$1.45	Ala Carte Milk	\$0.50
Secondary	\$1.45	Reduced Price Meal	\$0.30

3.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to recommend that the Board consider for approval the proposal from Lighthouse in the amount of \$1,085.00, for third party reporting services, with stipulation that the Board implement a Whistleblower Policy. Motion was seconded by George Andrews and carried unanimously, 4-0.

4.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to recommend that the Board consider for approval the Proposed General Fund Budget for the 2020-21 fiscal year in the amount of \$164,537,019. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.



5.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to recommend that the Board consider for approval the lowest responsible bid from Waste Management for a five-year contract for municipal solid waste and recycling services for the period beginning July 1, 2020 to June 30, 2025 at a total cost of \$666,327.36. Motion was seconded by George Andrews and carried unanimously, 4-0.

6.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to recommend that the Board consider for approval the bid from Sharp, the lowest responsible bidder, to the supply of propane autogas for a period of three years from July 1, 2020 through June 30, 2023. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

7.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Larry Dymond to recommend that the Board consider for approval the proposal from Fisher & Son Company, Inc. in the amount of \$21,422.10 for supplies to maintain the District's Fields. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

8.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Larry Dymond to recommend that the Board consider for approval the graduation site cost totaling \$9,000 (\$4,500 for each high school). Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

9.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Larry Dymond to recommend that the Board consider for approval the Recommendations by the Property & Facilities Committee as indicated on this agenda. Motion was seconded by George Andrews and carried unanimously, 4-0.

**X. NEXT MEETING – June 8, 2020 at 5:30 pm – Via Zoom**

Mr. Dymond said that Mr. McIntyre previously gave the Board members a spreadsheet a month or two ago regarding cash on hand and distribution. He asked if he can get this report monthly? Mr. McIntyre asked if he means the cash flow. If so, he provides this report every month in the Board book. Mr. Dymond the one in the book is several pages but he wants the short version. Mr. McIntyre said he is not aware of any other report. If Mr. Dymond has a copy of this version, he can send it to Mr. McIntyre in order for him to create it. Mr. Andrews asked Mr. Dymond if he is requesting the report for the Board meeting or the next Committee meeting. Mr. Dymond said he can provide it for the Board meeting or Finance Committee meeting. Mr. McIntyre said he did a budget report by department but it is different than cash flow. Mr. Dymond said the report had total bills and total money in and out. Mr. McIntyre said he can create it once Mr. Dymond sends it to him. Mr. Dymond asked about the fuel tax rebate. Mr. McIntyre said there are two different types or rebates. There is the alternate fuel for propane buses and that is provided by the federal government. The district's vendor applies for it. We just got the rebate for

last year. At the end of this year, they will file the report again for reimbursement. We do not pay taxes on our regular fuel; therefore, we do not have to fill out any forms. We provide the vendor with our tax-exempt information. Mr. Dymond asked if the district has a public utility report. Mr. McIntyre said he does the report in April, which get submitted via email. He previously sent an email to the Board with the information. He now received a copy of the report, which will be sent to the Board. Mr. Dymond said when he signed check last week, there was a bill for natural gas in the amount of \$1,000 and the previous bill was about \$1,100. He spoke to individuals so they can check to see what has been left running or do we have a gas leak. There should not be hardly any usage at all since no one is in the buildings. The heat should have been turned down low. Someone should follow up on this. Mr. Dymond asked if there was any public currently at the meeting. Mr. Schlameuss said there appears to be none in attendance. Mr. Dymond said this would be a good time to have a conversation about the sprinkler system at East Stroudsburg Elementary. Mr. Schlameuss said they can discuss this topic at the Executive Session on Monday. Mrs. VanWhy said she sent Mr. Schlameuss an email regarding another item similar to what they are speaking about to discuss during Executive Session on Monday. Mr. Schlameuss asked if Lyman and Ash will be present at the Executive Session. Mrs. VanWhy said Lyman and Ash will be there. Mr. Dymond asked if anyone from the records department will be in the building to send them paperwork regarding the maintenance on the sprinkler system in order for the Board to be prepared for Monday's meeting. There is supposed to be an annual inspection and every five years, there should have been an extensive review of the system, i.e. testing the water in the sprinkler system. Mr. Schlameuss said this request should come from the Property/Facilities Committee. Mr. Dymond said Mr. Forsyth or Mr. Ihle should be able to look up these items. Mrs. VanWhy said she will request the items. Mrs. Bear said the district should be monitoring all utilities costs by insuring that all items are turned off where they should be.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to adjourn. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

**XI. ADJOURNMENT: 7:20 P.M.**

Respectfully submitted,

Patricia L. Rosado  
Board Secretary